



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Mrs Clare Wagner BA (Bristol) MSc (Oxon) NPQH

INFORMATION PACK FOR APPLICANTS

Head of English

Teacher Closing Date: noon 12th May 2017

Interview Date: 18th May 2017

Thank you for requesting details of the above post. We are pleased to enclose the following information:

Application form*
Department & Person Specification
Job Description (generic)

*Available on website if you have requested an electronic information pack. This form includes an Equal Opportunities Monitoring Sheet which will be separated from your application form on receipt.

You are welcome to send a copy of your cv however it must be accompanied by a fully completed and signed application form. A cv alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged.

Applicants who are not called for interview will not be informed that they have been unsuccessful. If you have not heard within 3 working days of the closing date you may presume that you have not been shortlisted.

Applicants invited for interview will be required to bring with them original copies of teaching or other relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

If you are selected for interview, you will also be invited to make a visit to the school to view the facilities and ask general questions. This will normally take place on the same day as the interview, however if you have queries regarding details of the role prior to your application you may contact the Acting Head of Department, Mr Christopher Bevan, on c.bevan@watfordgirls.herts.sch.uk

Contact details for Return of Completed Application forms and other enquiries:

Sue Dabiran
PA to Headmistress/HR Manager
Pa2head@watfordgirls.herts.sch.uk
01923 223403 extension 202

WATFORD GRAMMAR SCHOOL FOR GIRLS



HEAD OF DEPARTMENT : HEAD OF ENGLISH

The purpose of the role is to be responsible for all matters relating to the teaching and learning of English in Watford Grammar School for Girls.

The **Head of the English Department** will

- be accountable for leading, managing and developing English and associated pupil development across the curriculum.
- ensure that they have an impact on the progress of pupils beyond their assigned pupil.
- lead, develop and enhance the teaching practice of departmental staff.
- have line management responsibility for all departmental staff.
- lead the Literacy Across the Curriculum strategy throughout the school.
- actively promote the love of reading, including organising and leading reading groups.

The responsibilities of all **Heads of Department** are:

- being a role model for high quality teaching and high expectations of pupils.;
- careful and regular monitoring of the staff within the department, ensuring they are working to school policies, contributing to school and departmental targets and working to help every pupil to achieve her best.
- setting internal examinations and liaising with external examining boards.
- attending Head of Department meetings and communicating the work of the department to the school at large.
- setting clear departmental targets in line with whole school aims and targets and in consultation with departmental staff; translating the departmental targets into targets for the pupils; developing a process to measure actual achievement against the targets.
- providing guidance on the effective deployment of resources. Ensuring that there are clear links between the targeted educational outcomes and the allocation of resources. Overseeing the ordering of materials.
- carrying out an annual Departmental Evaluation and completing the Departmental Evaluation Form (DEF), in consultation with departmental staff;

A Head of Department will teach a designated number of lessons to GCSE, AS and A Level pupils; in this context, the responsibilities of a **classroom teacher** are :

- the progress of the pupils they teach.
- the quality of teaching within lessons.
- the behaviour and attainment of pupils in lessons.
- the reporting the progress of pupils to parents.

All teachers are expected to be form tutors. The responsibilities of a **form tutor** are:

- attending assemblies, daily registration and spending time with the tutor group, including carrying out general administration.
- knowing and having overall responsibility for each girl in the tutor group.
- helping each pupil to cope with her difficulties: at times this will demand a disciplinary response, at others advice or a helping hand, or the sharing of experience and ideas.

- communicating essential information concerning the pupils in the form to the head of year or appropriate member of the Senior Leadership Team.
- being a 'resource' to other members of staff: the tutor has first-hand knowledge of pupils which will be invaluable.
- recording essential information for the pupils' personal files and ensuring that this record is kept up-to-date.
- monitoring progress and co-ordinating subject reports to parents and consulting them when necessary.

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PERSON SPECIFICATION Head of English

An outstanding classroom teacher with the ability to teach English to all Key Stages.

- A good honours degree.
- A passion for literature, literacy and oracy.
- Articulate and accurate communication.
- A commitment to raising achievement and providing challenge in the classroom and managing the English Department.
- Experience of monitoring and evaluating teacher effectiveness.
- A record of personal development and a commitment to the development of teaching staff.
- Ability to think and plan strategically for the future of the department.
- Ability to lead and work as part of a team.
- Willingness to take a full part and lead in extended-curricular activities.
- Excellent organisational and administrative skills.
- Sympathy with the aims of the school.
- IT skills and experience of using ICT in teaching.
- Enthusiasm, energy, initiative and a sense of humour.

Your letter of application should address the above points and include a summary of the strengths you would bring to the post.

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ENGLISH DEPARTMENT

The English Department at Watford Grammar School for Girls is a high achieving and academic department, with ten subject specialists. It is a department fully committed to the highest academic standards, and which engages students with the study of English, promoting at all times intellectual independence and autonomy. The department endeavours to stretch and challenge students beyond the demands of the curriculum and department members organise a range of extra-curricular activities to support this and promote a love of the subject and learning. The department is housed in Lady's Close House, a beautiful Victorian building, formerly the Headmistress' residence and a First World War military hospital, with original fireplaces and its own walled garden.

Examination results are excellent. GCSE in 2016 produced 90% A*-C in English Language and English Literature, and many students make the transition to 'A' Level, with a pass rate of 100%. Every year a significant number of students apply to study English at university and there is a departmental programme which prepares them for the application and interview process. The department provides opportunities for students to broaden their cultural horizons through theatre trips, poetry readings, public speaking, drama performances, the appointment of three poets laureate and the BBC School Report. Sixth Form English prefects help with the development and maintenance of displays in Lady's Close and run a number of clubs for Year 7 pupils.

The English Department is a strong and supportive team. It has been the philosophy of the department to teach mixed ability classes in Years 7 and 8 and loosely banded groups at KS4. Drama is taught as part of the English curriculum in Years 7 and 8. Common schemes of work at all key stages provide a framework which supports the less experienced teacher, but allows colleagues to pursue personal interests in a creative and innovative manner. An atmosphere of collaborative engagement pervades the whole department and there is an extensive bank of shared resources available in the departmental shared area. In addition to the wide selection of resources within Lady's Close – classic and modern readers, textbooks, an ICT room and reference books – the school library provides a rich selection of texts. Members of the department are fully committed to the refinement and development of their practice, attending courses and undertaking personal research, the discussion of which is an important element of all departmental meetings, which are heavily focused upon the development of teaching and learning and the sharing of best practice.

We offer opportunity and development to all, teachers and students alike. For someone with an abiding love for their subject and who aspires to work with a talented and ambitious student body, this is a department in which they will thrive.

